

SPECIAL MEETING

September 21, 2022

MINUTES

The meeting was called to order by Chairman Dennis Pavella at 9:08 a.m. Present were Joan Windnagel, Janet Carson, Ed Ryder, Director Michelle Lane, and Deputy Director Nora McGinnis. Guest attending in person was Anne Ondrey. Guests attending via Teams were Sharon Gingerich and Nancy McArthur.

Mr. Ryder made a motion to approve the August 23, 2022, Board Meeting Minutes as presented. Mrs. Carson seconded the motion. All voted: AYE.

Mrs. McGinnis reviewed the list of bills to approve. Mrs. Windnagel made a motion to pay the following bills as presented. Mrs. Carson seconded the motion. All voted: AYE.

B. Fink Consulting	\$500.00
Chardon Oil	\$175.23
Blue Technologies	\$12.50
The News-Herald	\$342.00
Gillmore Security	\$165.00
Gillmore Security	\$260.25
Kiwanis Lake Homeowner's Assoc	\$375.00
ES&S	\$2,779.45
ES&S	\$1,292.20
Sunrise Springs	\$34.80
Quill	\$133.92
Legal News Publishing Co (Karlovec)	\$896.25
McTigue & Colombo LLC	\$5,000.00

The ADP update was moved down in the agenda since no one from the ADP Department was present at the time.

Director Lane discussed the polling location changes for the upcoming November election. In Burton, the old Berkshire High School will replace the Berkshire Board of Education building. Chardon City Precincts C and D will move back to the Heritage House from Building 8 in Chardon. The Chester Precincts which moved to the Metzenbaum Center for the August 2, 2022, Special Election, will move back to Mayfield Church. The Munson Precincts using Munson Elementary will be moved back to the Notre Dame Provincial Center. Mrs. Lane contacted KMI for the printing of postcards for the polling location changes. Mrs. Carson requested that Mrs. Lane also contact Karlovec for pricing of postcards.

Mrs. Windnagel made a motion to move the Burton Precincts using the Board of Education to the old Berkshire High School, move the Chardon City Precincts from Building 8 back to Heritage House, move the Chester Precincts from Metzenbaum Center back to Mayfield Church, and move the Munson Precincts using Munson Elementary back to the Notre Dame Provincial Center. Mrs. Carson seconded the motion. All voted: AYE.

On September 8, 2022, the Newbury Fiscal Officer submitted a filing by the Newbury Board of Trustees to withdraw their tax levy from the ballot. Our Prosecuting Attorney, Kristen Rine, had reviewed the filing and indicated that the levy can be removed from the ballot based on the filing.

Mr. Ryder made a motion to acknowledge the request from the Newbury Board of Trustees to withdraw the tax levy from the ballot. Mrs. Windnagel seconded the motion. All voted: AYE.

Mrs. McGinnis reviewed the ballot quotes received back from Youngstown Letter Shop and Election Systems & Software. A third ballot quote was requested from Midwest Direct. They responded with a letter stating they would not be submitting a quote for this upcoming election. They are interested in discussing their concerns regarding issues we may have with their service.

Mrs. Windnagel made a motion to use Youngstown Letter Shop for the printing of Election Day ballots. Mrs. Carson seconded the motion. All voted: AYE.

Director Lane and Deputy Director McGinnis discussed the large volume of Public Records Requests with the Board. Mrs. Lane, Mrs. McGinnis, and Mr. Daisher attended a Zoom meeting with the Ohio Association of Election Officials and other county officials from around the state. Counties shared how they are handling the voluminous public records requests they are receiving. They suggest responding to the requestor that their records request was received and to update the requestor when possible. Counties are also asking for payment upfront when applicable. The Geauga County Prosecuting Attorney, Kristen Rine, is preparing responses for the separate requests that have been forwarded to her.

Mr. Ryder made a motion to request full payment upfront to move forward with these voluminous public records requests. Mrs. Carson seconded the motion. All voted: AYE.

Mrs. Carson made a motion at 9:50 a.m. to go into Executive Session per the ORC Section 121.22 (G) (3) to conference with the Board's legal counsel, Corey Colombo, concerning pending litigation and to include Director Lane, Deputy Director McGinnis, and Mr. Scott Daisher. Mr. Ryder seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mr. Ryder, Yes; Mr. Pavella, Yes.

Mr. Ryder made a motion to leave Executive Session at 10:57 a.m. Mrs. Windnagel seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mr. Ryder, Yes; Mr. Pavella, Yes.

Mr. Ryder made a motion to request appropriations from the Board of County Commissioners of Geauga County for \$16,175.09 for the legal fees to be paid to McTigue & Colombo LLC for the invoice amounts that were submitted to the Board of Elections for legal work completed between April 21, 2022, (when the Prosecutor filed an application of appointment of counsel due to a conflict in Case No. 22 Misc 5) and July 31, 2022, and to authorize McTigue & Colombo LLC to submit the appropriation request and redacted copies of the invoices to the Board of County Commissioners on behalf of the Board of Elections. Mrs. Carson seconded the motion. All voted: AYE.

A phone call was made during the meeting to Ron Leyde, Chief Deputy Auditor, regarding the \$5000.00 payment to McTigue & Colombo LLC. Mr. Leyde confirmed that \$5000.00 had been transferred from the Geauga County Commissioners to the Board of Elections Contract Services account. Director Lane will request a vendor number for McTigue & Colombo LLC and will forward the necessary form to Mr. Colombo for his signature.

A motion was made by Mrs. Windnagel to amend the bills to include payment to McTigue & Colombo LLC for \$5000.00 in legal fees that was already requested from the Geauga County Board of County Commissioners and which funds were already transferred to the Board of Elections Contract Services account 1001-050-00-601. Mrs. Carson seconded the motion. All voted: AYE.

Mrs. Carson requested the Director and Deputy Director meet with Lori O'Neill to discuss properties and space needed for offices, work areas, and storage for the Board of Elections.

Director Lane reported that she has been working on the budget worksheet preparing for the budget hearing scheduled for 9/29/22. As part of the budget, Mrs. Lane will be requesting a vehicle for the Board of Elections office for the transport of ballots to and from the post office, equipment delivery when needed, as well as transportation for office personnel and Board members to and from meetings and conferences. She is also working on the spreadsheet for the security grant and working with Mr. Leyde on the amount of unused funds that need to be returned to the Secretary of State. Public records requests are still coming in and being forwarded to our legal counsel, Kristen Rine.

Deputy Director McGinnis reported that she has been working with PEO Coordinator, Ben Kotowski, on the updates and new formatting of the PEO training manual. She has also been assisting Director Lane with the security grant spreadsheet and budget worksheet. Mrs. McGinnis is assisting with inputting absentee applications and also handles administrative duties such as bill payment and preparing board meeting minutes.

Mr. Ryder made a motion to adjourn the meeting at 11:54 a.m. Mrs. Carson seconded the motion. All voted: AYE.

Next meeting: October 20, 2022